

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES/OFFICE OF THE SECRETARY/OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH
<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
Chronic Fatigue Syndrome Advisory Committee
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
42 U.S.C. 217a, Section 222 of the Public Health Service Act, as amended. The Chronic Fatigue Syndrome Advisory Committee (the Committee or CFSAC) is a discretionary federal advisory committee
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
<p>CFSAC was established to provide advice and recommendations to the Secretary, through the Assistant Secretary for Health, on issues related to myalgic encephalomyelitis/chronic fatigue syndrome (ME/CFS). The Committee will advise and make recommendations on a range of topics, including (1) opportunities to improve knowledge and research about the epidemiology, etiologies, biomarkers and risk factors for ME/CFS; (2) research on the diagnosis, treatment, and management of ME/CFS and potential impact of treatment options; (3) strategies to inform the public, health care professionals, and the biomedical academic and research communities about ME/CFS advances; (4) partnerships to improve the quality of life of ME/CFS patients; and (5) strategies to insure that input from ME/CFS/patients and caregivers is incorporated into HHS policy and research.</p> <p>The need for this Committee is solely advisory in nature.</p>
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>The CFSAC consists of 13 members, including the Chair, who are appointed by the Secretary or the Secretary's designee. Of the 13 members, seven shall be biomedical research scientists with demonstrated expertise in biomedical research applicable to ME/CFS; three shall be individuals with expertise in health care delivery, private health care services or insurers, or voluntary organizations concerned with the problems of individuals with ME/CFS, and at least three shall be patients or caregivers affected by ME/CFS. All voting members of the Committee are classified as special government employees (SGEs).</p> <p>Non-voting ex-officio members may inform discussions of the Committee as CFSAC develops recommendations to be given to the Secretary. The Committee will include eight non-voting ex-officio members. The ex-officio membership will comprise representation from the Agency for Healthcare Research and Quality, Centers for Disease Control and Prevention, Food and Drug Administration, Health Resources and Services Administration, National Institutes of Health, Social</p>

Security Administration, U.S. Department of Veterans Affairs, and the DEpartment of Defense.

There will be three non-voting liaison representative positions. These positions will be occupied by representatives from organizations that are concerned with ME/CFS. The representative organizations will be selected by the DFO or designee and will serve two-year terms.

#### **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

Every effort is made to ensure that the Committee membership is fairly balanced in terms of points of view represented and the Committee's function. Consideration is given to ensure that there is a broad representation of geographic areas, gender, race, ethnicity, and disability.

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

A notice is published in the Federal Register to solicit applications from individuals who are interested in being considered for appointment to the Committee. The applications received in response to the solicitation are reviewed by the appropriate program staff in the Office on Women's Health (OWH) in collaboration with the CFSAC ex-officio members. OWH is the program staff office within Office of the Assistant Secretary for Health, that has been assigned responsibility for providing management and support services for CFSAC to operate. Qualified candidates are selected from this review. The names and pertinent information on the qualified candidates are submitted to the HHS Assistant Secretary for Health to review and give approval for information on the selected candidates to be forwarded in a draft nomination request to the HHS Committee Management Office for the necessary review. The draft nomination request is forwarded to the HHS Committee Management Office for subsequent review and vetting. The draft nomination request is reviewed by the HHS White House Liaison, Chief of Staff, and other senior level officials in Immediate Office of the Secretary for a determination to be made about the qualifications of the selected candidates to be nominated for appointment. If it is approved for the selected candidates to be nominated for appointment to the Committee, then the formal nomination request to the Secretary is prepared for the necessary action to be taken. Individuals are invited to serve as Committee members for overlapping terms of up to four years. Terms of more than two years are contingent upon renewal of the Committee charter by appropriate action prior to termination of the Committee charter. A member may serve up to 180 days after the expiration of the member's term if a successor has not taken office. If a vacancy occurs, then the applications received in response to the solicitation are reviewed again to identify a qualified candidate to fill the vacant position. If no qualified candidate can be identified from this review, then information about the vacant position is widely disseminated to organizations interested in ME/CFS, as well as the general public in an effort to locate potential candidates who are qualified to be considered for nomination and appointment to the Committee.

#### **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The process that is used to determine the appropriate balance for membership on the parent committee will be used for any subcommittee that is established to assist the CFSAC.

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

**Not applicable.**

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**Prepared: 07/13/2012; Updated: 07/22/2014, 08/26/2016**